

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK**

Cynthia A. Platt, Clerk of Court

Notice to Debtors Paying the Filing Fee in Installments

Payments sent by mail must be in the form of a money order or cashier's check. **Do not send cash as it is not accepted and will be returned for an alternative form of payment.** We cannot accept debtor checks, including checks created and mailed to us using an online banking service. Payments made by personal check or checks created by an online banking service will be returned for replacement.

Make your cashier's check or money order payable to "Clerk, United States Bankruptcy Court". The use of an incorrect payee will result in your money order or cashier's check being returned to you for replacement. NOTE: You may incur a fee from the issuer to replace a money order or cashier's check.

Please PRINT your name and case number in the memo section of your cashier's check or money order for proper credit to your case. Examples are attached.

Mail your payment to the Clerk's divisional office where your case was filed.

Payments made in person can be in the form of a money order, cashier's check, or debit card. We cannot accept debtor credit cards for filing fee payments, and **CASH IS NOT ACCEPTED AT ANY OF OUR LOCATIONS.** Office locations for paying in person are listed below. Please refer to our website www.nynb.uscourts.gov for up-to-date office hours.

Albany

JT Foley Courthouse
445 Broadway, Ste 330
Albany, NY 12207
(518) 257-1661

Syracuse

Hanley Federal Building
100 S. Clinton St., Room 315
Syracuse, NY 13261
(315) 295-1600


Utica

Alexander Pirnie Federal Building
10 Broad St., Room 230
Utica, NY 13501
(315) 793-8101

Do not mail your installment payments to the case trustee, as this may cause a delay in crediting the payment to your case.

All installment payments must be received by the due date for the last installment payment. Failure to make your installment payments in a timely manner may result in the dismissal of your case. If you believe you may have difficulty making your payment by the due date, please call our Albany office and speak with the Financial Department.

CASHIER'S CHECK EXAMPLE		0102
DATE _____		
PAY TO THE ORDER OF	CLERK, UNITED STATES BANKRUPTCY COURT	\$ _____
_____ DOLLARS		
TRUST CREDIT UNION		
CASE #09-12345 SMITH, JOHN R.		
FOR _____		
: 12426896 : 6545898434 ' 3266		

SERIAL NUMBER	YEAR, MONTH, DAY	POST OFFICE	AMOUNT	CLERK
02543750594	2001-01-04	752051	\$15.00	002
 UNITED STATES POSTAL SERVICE®				
POSTAL MONEY ORDER				
SERIAL NUMBER	YEAR, MONTH, DAY	POST OFFICE	U.S. DOLLARS AND CENTS	
02543750594	2001-01-04	752051	15.00	
AMOUNT FIFTEEN DOLLARS & 00¢*****				
PAY TO CLERK, UNITED STATES BANKRUPTCY COURT		NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS		
ADDRESS STREET, RM #, AND/OR PO BOX		FROM	PRINT YOUR FULL NAME HERE	CLERK
CITY, STATE, ZIP		ADDRESS	PUT YOUR ADDRESS HERE	002
C.O.D. NO. OR USED FOR		PRINT CASE NUMBER AND NAME HERE		
000000800 21		02543750594		